

# Civic Sponsored Special Events

## Temporary Structures and Clean Zones

### What is a Civic Sponsored Special Event?

Any event designated as Civic Sponsored in 986-104 including: 500 Festival Events, Indiana Black Expo Concert, St. Patrick's Day Parade, Circle City Classic Parade, Circle of Lights, Indiana State Fair; and NFL Super Bowl, Pro Bowl, draft or related events or any NCAA, Big Ten, NBA, WNBA Championship Contests or related events. Additional events as designated by the Mayor's office as civic sponsored.

### What is a Clean Zone?

*Clean zone* means a geographically defined area within a special event zone during a civic sponsored special event that no temporary advertising, signage, or structures shall be erected or transient merchant, vendor, or otherwise licensed activity may take place without the person or entity performing such activity first having received approval from the event sponsor and a limited duration license from the bureau of license and permit services.

**When a temporary structure is erected within a Clean Zone the Limited Duration License (LDL) takes the place of the Notification (NOT)**

## Submittal Thresholds

		Type of License/Permit Required			
		Outside of Clean Zone (Day-to-Day Operations)		Inside a Clean Zone (During a Civic-Sponsored Event)	
Type of Structure	Size of Structure	NOT Only	STR Permit Only	LDL Only	LDL + STR Permit
Tent	Under 200 SF			X	
Canopy	Under 400 SF			X	
Tent	200-3200 SF	X		X	
Canopy	400-3200 SF	X		X	
Tent	Over 3200 SF		X		X
Canopy	Over 3200 SF		X		X
Tent with Open/ Exposed Flame	Any size		X		X
Canopy with Open/ Exposed Flame	Any size		X		X
Deck/Platform	Over 30 inches in height		X		X
Deck/Platform	Under 30 inches in height			X	
Other Structure Types	Permit and inspection requirements for other types of structures may vary. Check with DCE when placing temporary structures not included on this chart.				

### Contacts

Inspection Requests—317.327.3545

Notification Submittals and Questions—Tents@indy.gov

Structural Permit Plan Review Questions—Michael Bennett | 317.327.4104 | A J W U " 6 Y b b Y h @ i n d y . g o v

Limited Duration License Questions—317.327.4312 | SpecialEvents@indy.gov

Special Event Guides and Applications Available Online—www.indy.gov/specialevents